



Business Continuity Planning

Corporate Service	-- Select One
Department	
Prepared By	;
Preparation Date	, 2020

Business Functions

Section / Area	
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Operational Impacts

Scenario	Impact
1. Loss of access to normal operating location.	The disruption is confined to . Other sites are functioning normally and the normal demands for business services remain in effect.
2. Loss of IT systems.	Critical systems and applications will be available on a best efforts basis; assume an outage of at least 3 business days.
3. Reduction of staff.	Staff loss of at least 33%.
4. .	.
5. .	.

Operational Functions

Function – A function is a high-level process that the department carries out in the course of normal day-to-day operations.

MAD – Maximum Allowable Downtime - The amount of time during which no part of the function is being performed and the impact of doing nothing is considered acceptable.

RTO – Recovery Time Objective - The period of time within which a function must be fully recovered to its original functionality after an outage.

Time Tiers	<4 hrs	4-12 hrs	12-24 hrs	1-3 days	3-7 days	1-2 wks	>2 wks
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CP - Critical Period – Any time periods that the function is critical and may affect the MAD or RTO.

Function	MAD	RTO	CP	Comments
1. .	--	--		
2. .	--	--		
3. .	--	--		
4. .	--	--		
5. .	--	--		

Business Continuity Actions

Action	Completed By	Completion Date
1. Communicate to department staff regarding pending disruption.		
2. Notify organization about reduced level of service.		
3. Identify time-sensitive activities and prioritize actions.		
4. Organize alternate work areas - .		
5. .		
6. .		
7. .		
8. .		

Cross-Department Interdependencies

Department	Input	Output	Impact
.	.	.	.
.	.	.	.
.	.	.	.

Resources - IT Applications

Application Or System	MAD	RTO	Internal Or External	Comments
1. .	--	--	--	.
2. .	--	--	--	.
3. .	--	--	--	.
4. .	--	--	--	.

Resources – Staff

Function	Regular Number of Staff	Minimum Number of Staff	Alternate Methods of Delivery or Service including redundant trained positions
1. .			.
2. .			.
3. .			.
4. .			.
5. .			.

Business Resumption Actions

Action	Completed By	Completion Date
1. Communicate to department staff and organization, as necessary. Include information on service resumptions and potential changes to procedures.		
2. Assess staff well-being and plan for time off, as needed.		
3. Assess workload backlog and prioritize, as needed.		
4. Input data collected during disruption to appropriate IT applications.		
5. Complete post mortem and update Business Continuity Plan.		
6. .		
7. .		
8. .		

External Contacts

Organization	Name	Contact	Purpose	Notification

Revision Date	Revision Details	Revision Owner